



Sexual Harassment Complaint Procedure

Principals, the human resource director and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal or human resource director. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties promptly upon receipt of complaint.

The parties will have an opportunity to submit evidence and a list of witnesses to the investigator(s).

All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall provide written notification to the complainant in writing when the investigation is concluded.

A copy of the notification letter together with any other documentation related to the alleged sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

- Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.
- Step 4 If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall examine the evidence and applicable processes and procedures within 20 working days, and provide a written decision to the complainant.

Direct complaints related to employment may be filed to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Avenue, Room 3310, Seattle,

Washington 98174-1099. Additional information regarding filing of a complaint may be obtained through the human resource director.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with the Teacher Standards Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Oregon Department of Human Services as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chair.

**Redmond School District
Sexual Harassment Complaint Form**

Name of complainant _____
Position of complainant _____
Date of complaint _____
Name of alleged harasser: _____
Complaint issued to _____

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any)

Date _____	Name _____
_____	Name _____
_____	Name _____
_____	Name _____

Evidence of sexual harassment (i.e., letters, photos, etc.). Attach evidence if possible.

Other pertinent information _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature _____ Date _____

Follow-up to complaint : (Be certain to note the form of follow-up to original complaint - telephone, letter, report, remedial action, etc.)

Redmond School District

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____